

Employee Training Plan

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Date: 10/19/2015



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REVIEWED BY:

APPROVED BY:

10/19/2015

Employee Name:

Date:

Training Required		General Orientation and Quality System Procedures	Trainer, if applicable, can be self-study	Target Date	Completion Date	Competence Evaluator
Yes	No					
		Quality Orientation (Incl. QP & QO)				
Training Required		Use of Company-wide System Training	Trainer, if applicable, can be self-study	Target Date	Completion Date	
Yes	No					
		Control of documents procedure				
		Control of records procedure				
		Employee training procedure				
		Purchasing procedure				
		Internal quality audits procedure				
		Control of nonconforming material procedure				
		Corrective and Preventive action procedure				
		Risk Management procedure				
Training Required		External and Position Specific Training	Trainer, if applicable, can be self-study	Target Date	Completion Date	
Yes	No					
		FOD 101				
		Receiving Inspection				
		Cut Off Saw				



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		Deburr				
		Manual Lathe				
		CNC Lathe				
		Manual Mill				
		Programming				
		Inspection				
		Forklift				

Supervisor Verification of effectiveness by witnessing the employee perform task

Initial _____

Signature _____

Date _____